



EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
WASHINGTON, D.C. 20503

**COUNCIL ON ENVIRONMENTAL QUALITY
DESCRIPTION AND APPLICATION INSTRUCTIONS FOR
LAW CLERK PROGRAM**

ABOUT THE OFFICE

The Council on Environmental Quality (CEQ) coordinates Federal environmental efforts and works closely with agencies and other White House offices in the development of environmental policies and initiatives. CEQ's Chair serves as the principal environmental policy adviser to the President. In addition, CEQ oversees the Office of the Federal Environmental Executive and oversees Federal agency implementation of the environmental impact assessment process. CEQ is accepting applications from highly motivated 2Ls, 3Ls, and recent graduates on a rolling basis for law clerkship openings for the Fall of 2016 (12-16 weeks each). Clerks are supervised by CEQ's Office of the General Counsel, and provide critical research and writing assistance to both legal and policy staff on a variety of matters pertinent to CEQ's functions, including oversight of the National Environmental Policy Act (NEPA). Through CEQ's participation in policy processes across the Federal government, clerks have the opportunity to perform diverse, substantive legal work, including: (1) Drafting memoranda on environmental, energy, natural resources, and general law issues; (2) Tracking Federal agency actions on environmental issues; (3) Attending interagency working group meetings; and (4) Assisting with responses to Freedom of Information Act requests and other inquiries regarding CEQ's activities. Clerks also have the opportunity to help advise CEQ's policy teams on legal issues, and to analyze significant draft regulations through CEQ's participation in the interagency regulatory review process under Executive Order 12866. For more information, visit <http://www.whitehouse.gov/administration/eop/ceq>.

LAW CLERKSHIP DETAILS

CEQ has law clerkship openings for the Fall of 2016 (12-16 weeks each), and is accepting applications from highly motivated second and third year law students and recent graduates. Applications will be reviewed as they are received on a rolling basis. Clerks are supervised by CEQ's Office of the General Counsel, and provide critical research and writing assistance to both legal and policy staff on a variety of matters pertinent to CEQ's functions, including oversight of the National Environmental Policy Act (NEPA). Through CEQ's participation in policy processes across the Federal government, clerks have the opportunity to perform diverse, substantive legal work, including: (1) Drafting memoranda on environmental, energy, natural resources, and general law issues; (2) Tracking Federal agency actions on environmental issues; (3) Attending interagency working group meetings; and (4) Assisting with responses to Freedom of Information Act requests and other inquiries regarding CEQ's activities. Clerks also have the opportunity to help advise CEQ's policy teams on legal issues, and to analyze significant draft regulations through CEQ's participation in the interagency regulatory review process under Executive Order 12866.



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REQUIREMENTS

CEQ seeks second and third year law students and recent law school graduates who are highly motivated, willing to contribute where needed, and able to exercise professional judgment and maturity. Additionally, applicants must be U.S. Citizens. There are no curricular requirements for selection as a law clerk; however, CEQ prefers applicants who have completed environmental law, administrative law, legal research and writing, and statutory interpretation coursework, and whose work experience demonstrates a commitment to environmental, energy, or natural resources issues. CEQ also requires a minimum commitment of twenty hours per week, and CEQ strongly prefers a full-time commitment of forty hours per week. CEQ will work with students who seek school credit for their uncompensated, volunteer service to CEQ. **Note:** The White House has a zero-tolerance policy for drug use. You will be required to take a drug test prior to beginning your clerkship. Failure to pass the drug test will result in your immediate disqualification.

APPLICATION INSTRUCTIONS

Prepare the materials in the check-list below and combine them into a single PDF file addressed to the CEQ Attorney Advisor, Brooke Dorner. Name the PDF file using the following convention, indicating whether you are applying to the Fall class: Last Name, First Name – 2016 Fall Clerkship Application; e.g., “Smith, Jane – 2016 Fall Clerkship Application.” Email the PDF file to internships@ceq.eop.gov, indicating in the email subject line that you are applying for the Fall Law Clerkship; e.g., “Fall 2016 Law Clerkship Application.” CEQ will contact selected applicants to interview. Should you need to hear from CEQ sooner, please advise us of this fact by emailing internships@ceq.eop.gov or calling the CEQ mainline at (202) 395-5750 and asking for Brooke Dorner.

Required Application Materials:

1. **Application form** (available at <http://www.whitehouse.gov/administration/eop/ceq/internships/ceq-legal-internships>)
2. **Cover letter** (see instructions below)
3. **Resume** (1 page maximum)
4. **References** (see instructions below)
5. **Law school transcript** (most recent; an unofficial transcript is acceptable)
6. **Writing sample** (3-5 pages maximum)

Your cover letter should address the following: (1) interest in environmental, energy, and/or natural resources issues; (2) relevant coursework (e.g., Environmental Law, Administrative Law, Statutory Interpretation, and Legal Research and Writing); and (3)



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project management, leadership, and/or teamwork experience. Your cover letter should be no longer than one page and addressed to CEQ Attorney Advisor, Brooke Dorner.

Your list of references should include three individuals who are able to speak to your legal research, writing, and ability to work well in a fast-paced office environment. This list must include at least one law school professor and one supervising attorney. Please list the name, title, organization, phone number, email address, and relationship with you for each reference.